

EMPLOYEE APPLICATION FOR NON-TEACHING STAFF - Part I

Your interest in Word of Life Academy is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. (Luke 6:40)

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: ____ / ____ / ____ Date available: ____ / ____ / ____

Present Address _____

Phone: Days (____) _____ Evenings (____) _____

Best time to call you? _____ Soc. Sec. No. _____

How long have you lived at the above address? _____

Permanent Address and Phone number if different than present address

*** On the reverse side please list any additional addresses where you have resided at any time during the past five years.**

B. POSITION DESIRED

Position Desired

Full time _____ Part time _____ Substitute _____

How did you learn about the position for which you are applying?

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels).

What would you like to be doing five years from now?

C. CHRISTIAN BACKGROUND

*** In your own handwriting on separate paper briefly give your Christian testimony.**

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct?

Yes _____ No _____ Signature: _____

Please carefully read our Statement of Faith and indicate below your degree of support.

_____ I fully support the Statement as written without mental reservations.

Signature: _____

_____ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: _____

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

In what church activities are you involved and with what degree regularity?

What other Christian service have you done since becoming a Christian?

What is your attitude toward working with those of other races and those of other denominational beliefs?

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

Describe your routine of personal Bible study and prayer.

What books have you read recently that have helped you spiritually?

D. PROFESSIONAL QUALIFICATIONS

*** Please attach photocopies of all your transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Major(s)

Your Minor(s)

Cumulative grade point average BA _____ Graduate work _____

Total Semester units **after** date of Bachelor's degree _____ (1
Quarter unit x .66 = 1 Semester unit)

List any other educational advantages that you have had including opportunities for travel.

List any books or articles that you have read recently that have helped you to grow professionally.

- **Please attach photocopies of any certificates held.**

E. PERSONAL PHILOSOPHY

- **On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**
 - A. What are the main characteristics that distinguish a Christian school from a public school?
 - B. What areas do you feel are your strengths? Weaknesses?
 - C. What do you believe about the origin of the earth and mankind?
 - D. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

1	Company	Telephone
	Address	()
	Name of Supervisor	Employed-(month and year) From To
	State Job Title and Description of Work	Weekly Pay Start Last
		Reason for Leaving

2	Company	Telephone
	Address	()
	Name of Supervisor	Employed-(month and year) From To
	State Job Title and Description of Work	Weekly Pay Start Last
		Reason for Leaving

3	Company	Telephone
	Address	()
	Name of Supervisor	Employed-(month and year) From To
	State Job Title and Description of Work	Weekly Pay Start Last
		Reason for Leaving

4	Company	Telephone ()
	Address	Employed-(month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Description of Work <hr/>	Reason for Leaving

5	Company	Telephone ()
	Address	Employed-(month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Description of Work <hr/>	Reason for Leaving

Have you ever worked under a different name for any of the employers you have listed?
If so, what was the name or names?

G. PERSONAL REFERENCES

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

Give three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Complete Address	Phone	Position
1. _____		

2. _____		

3. _____		

Give three references who are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.**

Name/Complete Address	Phone	Position	School
1. _____			

2. _____			

3. _____			

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Word of Life Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Word of Life Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand that this is an only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date